

**BOBBY JINDAL**  
GOVERNOR



**KRISTY H. NICHOLS**  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

July 13, 2015

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2016-01

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Outstanding Employee Claim/Overpayment Balances as of  
June 30, 2015 for Separated Employees

The Office of State Uniform Payroll (OSUP) is reporting the total outstanding employee claim/overpayment balances for your agency from 2003 through the quarter ending June 30, 2015. Refer to the [Employee Claims Processing Procedures](#) on the [OSUP Procedures](#) page for specific information about claims. Each agency's claims report will be sent separately from this memo directly to the HR Personnel listed on LaGov HCM report ZP200 (Agency Contacts for HR Director and HR Employee Administrator).

In accordance with [Act 399](#) of the 2013 Legislative Session, all debts owed to the state shall be referred to either the Office of the Attorney General or the Department of Revenue's Office of Debt Recovery (ODR) for collection. Agencies were asked in OSUP Memo #[2015-09](#) to complete a questionnaire and provide details regarding their claims. OSUP is reviewing the results and working with ODR and the Office of the Attorney General to determine the best plan for reporting payroll claims to ODR for collection.

Agencies must research and report back to OSUP the disposition of each new claim listed on your individual spreadsheet(s) marked "JUN 2015". Refer to the instructions on the spreadsheet and return the completed spreadsheet via email to [\\_DOA-OSUP-BFA@LA.GOV](mailto:_DOA-OSUP-BFA@LA.GOV) by July 24, 2015. Your agency should have previously reported back to OSUP the status of each outstanding claim from 2003 through March 31, 2015.

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If there are any questions, please contact a member of the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@LA.GOV](mailto:_DOA-OSUP-BFA@LA.GOV) or (225):

Jessamye Charette	342-5344	Desiree Jefferson	342-5377
Brandy Boyd	342-5354	Kenya Warren	342-5357
Jodi Bullock	342-5345		

APH/JC:pbh

cc: Micheal Ullo, Legislative Auditor  
B.J. Meche, Office of Debt Recovery  
Stacey Lambert, Office of the Attorney General

Attachment: Agency Specific Spreadsheet